US Army Corps
of Engineers
Fort Worth District

Fort Worth METL Development Process

12 March 2002

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Fort Worth District

Fort Worth District METL Development Process

- **Road Taken to Date:**
  - Senior Leader Off-Site to Develop District METL
  - Commander's Advisory Board Review & Approval
  - Development of Division & Separate Office METLs
- **Current Actions:**
  - Development of Remaining Subordinate Organizational METLs
  - Develop Linkage with Lowest Applicable Organizational METLs to Individual Tasks and IDPs

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District Mission

Fort Worth District, U.S. Army Corps of Engineers, provides the full range of military construction, civil works, environmental support, and support to other governmental agencies primarily within the states of Texas, New Mexico and Louisiana as directed and

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District METL

- Provide leadership, management, and stewardship of all organizational resources using the PMBP.
- Plan, design, and construct military and SFO projects.
- Provide engineering, operations and maintenance, environmental, cultural, contracting and real estate support to military and SFO customers.
- Plan, design, and construct civil works projects in partnership with non-Federal sponsors.
- Operate and maintain multipurpose civil works projects.
- Execute regulatory responsibilities.
- Plan and execute emergency response activities and support military contingency operations .

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District METL

PPMD METL

- Lead, manage and provide stewardship of all organizational resources using the PMBP.
- Serve as primary POC with customers.
- Establish and assign leadership of project delivery teams.
- Manage civil, military and SFO programs.
- Lead emergency response and support to military contingency efforts.
- Lead value engineering and small business initiatives and education.

PER METL

- Lead, manage and provide stewardship of all organizational resources using the PMBP.
- Develop planning documents.
- Provide environmental support.
- Provide economic analysis support.
- Provide cultural resources compliance support.
- Manage, review and process regulatory permit actions.
- Provide GIS and CADD systems administration, data management and technical support.

Real Estate METL

- Lead, manage and provide stewardship of all organizational resources using the PMBP.
- Administer the Military Leasing Program.
- Acquire, manage and dispose of real property.
- Provide real estate consultation and advice.
- Administer the Homeowners Assistance Program for Central U.S.
- Support CREST requirements.

Operations METL

- Lead, manage and provide stewardship of all organizational resources using the PMBP.
- Manage Corps land and water resources.
- Operate and maintain facilities.
- Manage flood control operations.
- Support District emergency response efforts.

Contracting METL

- Lead, manage and provide stewardship of all organizational resources using the PMBP.
- Perform pre-award actions.
- Perform post-award actions.
- Administer acquisition policies & procedures.
- Administer the District Purchase Card program.
- Administer the District small business implementation program.
- Conduct contracting training for non-CT personnel.

E&C METL

- Lead, manage and provide stewardship of all organizational resources using the PMBP.
- Provide engineering support for project planning, emergency response, military contingencies and regulatory activities.
- Produce project plans, specifications and cost estimates.
- Perform technical inspections, evaluations and monitoring.
- Perform contract administration and quality assurance.

Information Mgt METL

- Lead, manage and provide stewardship of all organizational resources using the PMBP.
- Provide network infrastructure to support district Information Technology requirements.
- Support customers' IT hardware, software and AIS requirements.
- Provide communications services.
- Administer Information Assurance Program.

Logistics

- Lead, manage and provide stew
organizational resources using
- Maintain property accountability
and dispose of supplies and equipment.
- Manage equipment maintenance program
- Manage air and ground transportation program.
- Manage the Facilities utilization program.
- Manage SWD Logistics programs.

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Contracting Division METL to IDP Crosswalk

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Contracting METL

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- Perform post-award actions.
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- Administer the District Purchase Card program.
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- Conduct contracting training for non-CT personnel.

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Contracting METL

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Policies and Procedures Section METL

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- Lead, manage and provide stewardship of all organizational resources using the PMBP.
  - Lead
  - Manage
  - Provide stewardship
- Administer acquisition policies & procedures.
  - Monitor Acquisition Regulations
  - Provide Necessary Guidance
  - Maintain, Analyze and Report Appropriate Metrics
- Conduct contracting training for non-CT personnel.
  - Train Contracting Policy and Procedures

Construction Branch METL

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- Lead, manage and provide stewardship of all organizational resources using the PMBP.
  - Lead
  - Manage
  - Provide stewardship
- Perform pre-award actions.
  - Prepare contracts (includes task and delivery orders)
    - Construction Services, including Design-Build
    - Use Simplified Acquisition Procedures
    - Use Performance Based Service Acquisition Procedures
    - Use Commercial Items Acquisition Procedures
    - Use Best Value Source Selection Procedures
- Perform post-award actions.
  - Perform Contract Administration
    - Negotiate Changes and Modifications
    - Close-out
    - Settle Claims and Resolve Disputes
    - Labor Requirements
  - Monitor and Audit Programs
    - Ordering Officer
    - Administrative Contracting Officer
    - Contracting Officer Representative
- Administer the District Small Business Implementation program.
  - Champion Program Goal Attainment
  - Select Appropriate Requirements for Inclusion in the Program
  - Monitor and Assess Program Results
- Conduct contracting training for non-CT personnel.
  - Train Contracting Policy and Procedures

Supply and Services Branch METL

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- Lead, manage and provide stewardship of all organizational resources using the PMBP.
  - Lead
  - Manage
  - Provide stewardship
- Perform pre-award actions.
  - Prepare contracts (includes task and delivery orders)
    - A & E, Other Services and Supplies
    - Use Simplified Acquisition Procedures
    - Use Performance Based Service Acquisition Procedures
    - Use Commercial Items Acquisition Procedures
    - Use Best Value Source Selection Procedures
- Perform post-award actions.
  - Perform Contract Administration
    - Negotiate Changes and Modifications
    - Close-out
    - Settle Claims and Resolve Disputes
  - Monitor and Audit Programs
    - Ordering Officer
    - Administrative Contracting Officer
    - Contracting Officer Representative
- Administer the District Purchase Card program.
  - Administer Program Operation, Maintain Current SOP
  - Implement a Training Program
  - Perform Periodic Audits
- Administer the District Small Business Implementation program.
  - Champion Program Goal Attainment
  - Select Appropriate Requirements for Inclusion in the Program
  - Monitor and Assess Program Results
- Conduct contracting training for non-CT personnel.
  - Train Contracting Policy and Procedures

Lead, manage and provide stewardship of all organizational resources using the PMBP

Task	Training
1. Lead	OLE, PME, LEAD, SBLM
2. Manage	PMBP
3. Provide Stewardship	CorpsPath

Perform Pre-Award Actions

Collective Tasks

Task	Training
1. Prepare Contracts (includes task and delivery orders) for:	
A & E, Other Services and Supplies	CON 202, 243
Construction Services, including Design-Build	CON 244, JOC, PROSPECT, DB
2. Use:	
Simplified Acquisition Procedures	CON 210, 237
Performance Based Service Acquisition Procedures	PBSA/PBSC
Commercial Items Acquisition Procedures	FAR 12
Best Value Source Selection Procedures	FAR 15, CON 204

Perform Post-Award Actions

Collective Tasks

Task	Training
1. Perform Contract Administration, including:	
Negotiate Changes and Modifications	FAR 42, 43
Close-out	FAR 4
Settle Claims and Resolve Disputes	FAR 33
Labor Requirements	FAR 22, 23
2. Monitor and Audit Programs for:	
Ordering Officer	OO Course
Administrative Contracting Officer	ACO Course
Contracting Officer Representative	COR Course

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Administer Acquisition Policies & Procedures

Collective Tasks

Task	Training
1. Monitor Acquisition Regulations	CON 301, Fiscal Law
2. Provide Necessary Guidance	CON 333
3. Maintain, Analyze and Report Appropriate Metrics	PMBP

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Administer the District Purchase Card Program

Collective Tasks

Task	Training
1. **Administer Program Operation** Maintain Current SOP	APC Tng
2. **Implement a Training Program**	GPC Course
3. **Perform Periodic Audits**	Periodic Refresher

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Administer the District Small Business Program

Collective Tasks

Task	Training
1. Champion Program Goal Attainment	FAR 19
2. Select Appropriate Requirements for Inclusion in the Program	PMBP
3. Monitor and Assess Program Results	

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Conduct Training for non-CT Personnel

Collective Tasks

Task	Training
1. **Train Contracting Policy and Procedures (e.g. Best Value Source Selection, Small Business Programs, Unauthorized Procurements and Ratifications)**	PMBP CT Overview Course In-house Specialty Courses

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Common CT Individual Tasks

Task	Training
1. Attain Appropriate DAWIA Contracting Certification	OJT, Classroom, Experience
2. Develop Appropriate Level of Negotiation Proficiency	FAR 28-33, 36-41
3. Maintain Certification Standards Through 80 Hours of Continuous Learning in a Two-year Period	Pursue Multi-functional Certifications

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Individual Development Plan (IDP)

Entry Level

- CON 101, 104
- CorpsPath
- OJT, Experience
- PMBP

Journeyman

- CON 202, 204, 210, 237, 243, 244
- PBSA/PBSC
- APC, GPC Tng/Course
- FAR 4, 12, 15, 19, 22, 23, 28-33, 36-43
- JOC, OO, ACO, COR, PROSPECT, DB Courses

Leader/Manager

- CON 301, 333
- Fiscal Law
- SBLM
- OLE, PME I & II, LEAD
- Pursue Multi-functional Certifications

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Fort Worth District METL Road Ahead

- **Establish Regular Assessment Process (T/P/U)**
  - Ensure training is focused on required areas.
  - Ultimately a by-product of PMBP at team level.
- **Consolidate IDP Input (District Training Committee)**
  - Ultimately an automated process (SAD)
  - To achieve most efficient use of limited training resources

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